

**NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD  
TEACHING AND LEARNING COMMITTEE MEETING**  
held at Newton Poppleford Primary School Tuesday 29<sup>th</sup> September 2020 at 5.30pm

**Present:** Ben McGowan, Chris Trengove, Marian Gadian, John Ridgley, Stuart Vaughan

**In attendance:** Natalie Mann (Clerk)

**Quorum:** Quorate

Ref	Agenda Item	Action to be taken
1	<b>Apologies for absence</b> – Apologies received from Nicola Dowsing and sanctioned by governors.	
2	<b>Notice</b> – Received	
3	<b>Declaration of business interests relating to the agenda</b> – None	
4	<b>Minutes of last meeting on 3<sup>rd</sup> March 2020</b> – The minutes were agreed to be a true and accurate record of the meeting and will be signed by the chair, BM, and returned to school office.	
5	<p><b>Matters arising from the meeting on 3<sup>rd</sup> March 2020</b> –</p> <p><i>MG asked if support services are now coming back in to school?</i> Behavioural support team were due to attend today, however this was cancelled. Some support services such as SPLITZ are not yet attending schools and continuing to complete virtual visits to deliver support. <i>MG asked do the staff feel supported by these services if they are at a distance virtually?</i> SV advised it has been an ongoing issue for many years that staff feel inadequately supported, as many of these services do not have the capacity to fully support schools successfully and the criteria to access support is getting tougher and tougher. BM recognised how the internal support network of staff has been essential to help support staff where these services cannot. <i>MG asked is there anything as governors we can do to put pressure on these services to offer more support to our schools and staff?</i> Sadly not, SV attended recent safeguarding training and all schools agreed more support is required, and a review of the thresholds is required to allow more opportunity for schools to access well needed support.</p> <p>SV confirmed we are not required to have a teaching and learning policy.</p> <p>SEN audit has not taken place due to current COVID circumstances. Debbie Tollerfield is keen to get this underway however annual reviews are currently taking a priority for the next half term. SV confirmed MG involvement will be required once the SEN audit is under way.</p> <p><i>CT asked have you had any enquiries about equality?</i> Not from anyone other than governors at present.</p>	
6	<b>Agree Terms of Reference for committee</b> – Terms of reference agreed including lead governor roles.	
7	<p><b>Evaluate progress in line with the SDP</b> –</p> <p>SDP documents were sent out prior to meeting. <i>BM asked was there any governor involvement with the development of the SDP?</i> Not to date due to the current COVID restrictions. <i>MG asked what format does governor awareness day take?</i> This has been scheduled for the 10<sup>th</sup> June and governors are invited into school to observe lessons and the schools day. Currently this may not be able to go ahead however will be reviewed</p>	

	<p>nearer the time.</p> <p><i>MG asked does the school have links with outside agencies for STEM? Yes.</i></p> <p><i>MG asked if parent and pupil questionnaires had been sent out? SV advised they haven't under current circumstances.</i></p> <p><i>MG asked are we members of the Royal Horticultural Society? Yes and they were due to come in and do some training but this has not yet been able to take place.</i></p> <p><i>MG asked how can governors track progress of SEN pupils? At present we do not have software we can share with governors. Brad Murray and governors review progress data annually which may not take place this year due to no data to analyse. SV advised how the Jurassic Maths Hub works however at present we are not sure how this is moving forward as the lead has left. James Morrison is following this up. MG asked what is journaling? This is a method the school uses to teach maths which has proved effective.</i></p>	
<b>8</b>	<p><b>Review and agree Term dates –</b></p> <p>Term dates have agreed previously for 2021-22 however the term dates for 2022-23 have not yet been released by Devon.</p>	
<b>9</b>	<p><b>Equality including schools objectives –</b></p> <p>CT suggested that an objective could be highlighting that the curriculum is set up for a broader balance for teaching children across all backgrounds. Monitoring and analysing data to considering equality and monitoring trends. However due to some numbers being low the suggestion would be to review 3 years data rather than one. <i>MG asked do you have celebrations of other religions? Yes, RE covers many religions and celebrations, bringing awareness of these. CT asked do you cover equality in other subjects? There is focus within the teaching of geography and history, focusing on other cultures. CT is attending an anti racism and slavery course in the next few weeks and will report back at next committee. MG advised October is black history month. BM has researched other schools equality objectives and reported back to committee. CT suggested as we are focusing on equality as a matter of course, we just need to capture what we are already doing in our objectives. BM to send equality objective wording suggestions to committee for approval.</i></p>	<p>CT</p> <p>BM</p>
<b>10</b>	<p><b>SEN –</b> Agenda item to be postponed to next committee meeting. Governors discussed growth mindset.</p> <p>BM recommended a book called 'you are awesome'.</p> <p>BM and MG to meet to discuss SEN governor role.</p>	BM/MG
<b>11</b>	<p><b>Report on pupil data protection –</b></p> <p>The school is currently compliant under GDPR, pupils' data is held in SIMS which is managed by SCOMIS. We have policies and agreements in place for third parties that we share data with. SV confirmed there have been no data breaches.</p> <p><i>MG asked how do you complete quality assurance? This is covered with Brad Murray (Devon Advisor) once a year and this meeting is attended by a small number of governors. Brad Murray has been associated with the school for around 8 years now. A new team has been created to complete quality assurance across the school; Brad Murray will be attending next week to train the new team on lesson observations, classroom assessment. SV advised a programme is in place to look at 5 topic areas this year and review these thoroughly.</i></p>	
<b>12</b>	<p><b>Governors training update and feedback –</b></p> <p>Training courses have been booked for MG and once complete MG will report back.</p>	
<b>13</b>	<p><b>Policies for Review:</b></p> <p>Marking Policy now Feedback Policy - SV has circulated new feedback policy to governors</p>	

	<p>prior to meeting. The development of this policy was to assess staff current workload and consider current research around marking. This policy focuses on the new format for teachers to feedback to pupils. This will focus more on verbal feedback. Books will be focused on where those pupils did not received feedback during the lesson. This marking policy will be used in around 50% of English lessons, and be the main focus in maths and other topics. Two members of staff have trialled this last year and reported it was a very effective form of feedback.</p> <p><i>CT asked will the staff note when verbal feedback is given? Yes the staff will be looking at trialling the best way to do this. BM asked are the teachers still using the purple pen method? Yes. MG asked where does the appendix of this policy sit? This is to be used by teachers to help aid planning for the next lesson.</i></p> <p><b>AGREED:</b> MG proposed, CT seconded and all in agreement for the feedback policy to be ratified and reviewed every 3 years.</p>	
<p><b>14</b></p>	<p><b>Policies due for review at next meeting:</b></p> <p>Anti-Bullying Attendance Medical Sex and Relationships – James Morrison working on new policy – review postponed to FGB in December Online Policy</p> <p>CT would like to send thanks to the staff from the governors for all their time, supporting the school and for adapting to the new policies and procedures required. MG has purchased some chocolates for the staff and will drop into school with a thank you. NM to circulated email of thanks to all staff once drafted by CT.</p>	<p>JR MG MG</p> <p>BM</p> <p>CT</p>

The meeting closed at 6:46pm